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|  | 1234567890 jdjf@gmail.com mohali, kkk, kk |

To,  
rohit kumar  
mohali  
kkk, jjjj, 111111  
  
Date:13-01-2024  
  
Sub: John Doe  
  
Dear Sir,  
  
I would like to bring to your kind attention that my medical reports have detected jjjjjjjj. I have been advised by my doctor to be on bed rest for 2 days. I am enclosing my medical reports for your reference.  
  
I am writing this letter to officially inform about my illness and request for hhhhh leave. I have handed over my work to jjjjj, who will be keeping the files updated in my absence. I would kindly request you to grant me leave w.e.f 09-01-2024 to 11-01-2024. I would be reporting back on 13-01-2024.  
  
Thanks and Regards,  
(rohit kumar)



Authorized by jjjjjjj.